



SICO Europe Ltd.
The Link Park, Lympe Industrial Estate, Lympe, Kent, CT21 4LR
Tel: 01303 234000
Fax: 01303 234001

Email: sales@sico-europe.com
www.sico-europe.com
V.A.T. Registration No. GB 218 1201 11

INVOICE TO:

CONTACT:
 EMAIL:
 TEL:
 FAX:

VAT NO:

DELIVER TO:

CONTACT:
 EMAIL:
 TEL:
 FAX:

ORDER NO:

DATE:

MODEL NUMBER	PRODUCT DESCRIPTION	ADDITIONAL OPTIONS	QTY	DISCOUNT	PRICE
				TOTAL (EX. VAT)	

SPECIAL INSTRUCTIONS:

ORIGIN OF INITIAL ENQUIRY (Please complete):

PLEASE COMPLETE THE ATTACHED FORM REGARDING ACCESS.

DECLARATION BY THE **PURCHASER**:

Name..... Title..... Company.....

I certify that I am authorised to purchase the above SICO equipment at the price stated.

Signature..... Date.....

I have read and understood the New Product terms and conditions: I have read and understood the terms and conditions for Preventive Maintenance: Agreements:



SICO Europe Ltd.
The Link Park, Lympe Industrial Estate, Lympe, Kent, CT21 4LR
Tel: 01303 234000
Fax: 01303 234001

Email: sales@sico-europe.com
www.sico-europe.com
V.A.T. Registration No. GB 218 1201 11

NEW PRODUCT TERMS AND CONDITIONS

- VAT: Extra at 17.5%
- PRICE VALIDITY: Prices are valid for 60 days for delivery within a further 60 days. This changes when the price review is due to come into effect within the 60 day period from quotation to order.
- DELIVERY: Approximately 6-8 weeks from receipt of order (at time of writing) for products manufactured in the UK. Approximately 12-14 weeks from receipt of order (at time of writing) for products manufactured in the USA.
- CARRIAGE: Delivery, within the period stated, is included in the price.
- PAYMENT OPTIONS: 1) 2% discount for settlement with order.
 2) 2% discount for payment 14 days prior to despatch.
 3) 30 days net.

PLEASE NOTE: All credit accounts are subject to a satisfactory credit check. If you DO NOT wish to take advantage of options 1&2 above, PLEASE COMPLETE AND RETURN THIS FORM.

- PAYMENT OF ACCOUNT & PAYMENT COLLECTION POLICY:
- 1) Customers are encouraged to pay via Bank Transfer (BACS).
 - 2) Payment is due in the currency of invoice net of all bank charges.
 - 3) SICO will refer late accounts to external collection agencies in accordance with its current credit and collection policy procedures.
 - 4) SICO reserves the right to charge interest on late payments, at the rate of 3% above the Bank of England base rate.

- CHARGES FOR OTHER SERVICES:
- 1) A storage charge of 1% per week of order value for orders delayed by more than one week beyond the agreed delivery date. Charge begins from the second week.
 - 2) Specific day delivery requirement is charged at an additional flat rate of £165.00.
 - 3) Additional labour charge will be made if required. Extra charges to be made if an over night stay is involved.
 - 4) If delivery is aborted there will be a charge of £225.00 for redelivery.

RETENTION OF TITLE: The goods shown in the order form overleaf shall remain the property of SICO EUROPE LIMITED until such time as the purchase price is paid in full.

DATE:

ACKNOWLEDGEMENT & AGREEMENT TO TERMS & CONDITIONS OUTLINED ABOVE:

COMPANY NAME:

COMPANY REGISTRATION NUMBER:

SIGNATURE OF CUSTOMER:

NAME:

TITLE / POSITION:

DATE:



SICO Europe Ltd.
The Link Park, Lympe Industrial Estate, Lympe, Kent, CT21 4LR
Tel: 01303 234000
Fax: 01303 234001

Email: sales@sico-europe.com
www.sico-europe.com
V.A.T. Registration No. GB 218 1201 11

FIXED PRICE PREVENTIVE MAINTENANCE AGREEMENT – TERMS AND CONDITIONS

1. The agreement is subject to a minimum period of three years and a minimum order value of £87.00 per annum.
2. An administrative charge of 25% of the value of one year will be levied should the agreement be cancelled within the minimum period. Thirty days written notice is required for cancellation.
3. Work will be carried out when a Customer Service Engineer is next available in the area. Where possible, access will be advised in writing at a mutually agreed time.
4. Minor repairs cover the checking, adjustment and lubrication of all bolts, fixings, pivots, locknuts, castors and other moving parts on all products. It includes on the following units:
Combined Table Seating Units: checking the condition of table tops, frames, legs and structural members, and operation of torsion bars and ancillary parts; the replacement of stool tops, glides and castors, but not the replacement or repair of table tops, frames, legs, torsion bars or other structural members.
Inwall Beds and Mobile Sleepers: checking the condition of the cable, springs and structural members and baseplates and fixings; the limited welding of structural and moving parts and replacement of minor parts, but not the replacement or repair of springs, cables or structural parts. The agreement does not cover the cabinetry or upholstery.
Pacer Tables: checking the condition of table tops, frames, legs and structural members, and operation of torsion bars and ancillary parts; the replacement of glides and castors, but not the replacement or repair of table tops, frames, legs, torsion bars or other structural members.
Room Service Tables, Standaround Tables, Bench Units, Catering Tables: checking the condition of table tops, frames, legs and structural members, and operation of ancillary parts; the replacement of glides and castors, but not the replacement or repair of table tops, frames, legs, or other structural members.
Stage Units: Minor repairs cover the checking, adjustment and lubrication of all bolts, fixings, pivots, levellers, locknuts, handwheels and other moving parts; checking the condition of glides, castors, decks, banding, frames, legs, gas springs and structural members; the limited welding of structural and moving parts and replacement of clips, hooks, glides and castors, but not the replacement or repair of decks, deck surfaces, or gas springs.
5. The agreement does not include repairs or replacements that are a result of misuse, abuse or lack of maintenance.
6. A discount of 10% is offered on major repairs on units which are outside of the warranty.
7. Should the condition of a unit require major repairs, for safety reasons Sico Europe Ltd reserves the right to withhold the supply and fitting of minor parts until major repairs are completed.
8. Major repairs are guaranteed for one year from the date of repair.
9. Major repairs carry a lead time of four weeks for the manufacture of parts however, where repairs are urgent, every effort will be made to restore units to serviceability as soon as possible.
10. Where units are beyond economic restoration, our Regional Sales Manager will contact you with a quotation for replacement units and a discount will be offered for units covered by a maintenance agreement.
11. Where a Customer Service Engineer considers that the condition of a unit poses a serious threat to the health and safety of either its operator or user, he will advise on-site staff immediately. This information will be relayed to the account holder in writing at the earliest opportunity.
12. Should a maintenance visit be required between scheduled maintenance inspections, our minimum call out charge with a 10% discount will apply.